



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND EUROPE  
UNITED STATES ARMY GARRISON MANNHEIM  
UNIT 29901  
APO AE 09086-9901

IMEU-MAN-EEO

JUN - 6 2008

**MEMORANDUM FOR SEE DISTRIBUTION**

**Subject: United States Army Garrison (USAG) Mannheim Command Policy 58, Equal Employment Opportunity Complaints Procedure**

1. In accordance with Title 29 Code of Federal Regulations, Part 1614, and Army Regulation 690-600, all U.S. civilian employees, applicants for employment, and former employees have the right to file complaints of discrimination based on race, color, sex (to include complaints of pregnancy discrimination), national origin, religion, disability (physical or mental), age, or reprisal for participation in EEO-protected activity. The complainant must first present the matter to an EEO official for inquiry within 45 calendar days of the incident, the date of the personnel action, or the date of discovery that an incident of discrimination may have occurred.
2. Individuals with EEO concerns must contact an official of the USAG Mannheim EEO Office, located in building 246, rooms 116/117, Sullivan Barracks. The following EEO official is authorized to receive complaints of employment discrimination: Gloria Wilson-Ahlemann, EEO Specialist, phone: 385-2247. The USAG Mannheim EEO Office provides EEO complaint processing support for the USAG Mannheim and tenant organizations located in the USAG Mannheim area of operation.
3. Upon receipt of an allegation of discrimination, the EEO manager/alternative dispute resolution (ADR) team will determine if traditional EEO counseling or ADR is appropriate for reaching resolution. If traditional counseling is appropriate, within 30 calendar days, an EEO counselor will conduct an informal inquiry, acquire pertinent information, interview the aggrieved and management witnesses, explore settlement options, and prepare a report. If resolution is reached, a negotiated settlement agreement will be signed. If resolution is not reached, the counselor will furnish the aggrieved individual information for filing a formal complaint of discrimination.
4. If ADR is appropriate and is elected by the aggrieved individual, mediation between management and the aggrieved individual will be conducted to resolve the issue within 90 calendar days. Mediation will be conducted by a neutral, certified mediator. If mediation is successful, a negotiated settlement agreement will be signed. If mediation is not successful, the aggrieved individual will be furnished information for filing a formal complaint of discrimination.

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5. A copy of this policy will be permanently displayed on official bulletin boards. Managers and supervisors will also circulate this memorandum among civilian employees/supervisors on an annual basis. Each directorate should maintain a record of the employee/supervisor's signature acknowledging they have read this policy.

6. The proponent for this policy memorandum is the USAG Mannheim Equal Employment Opportunity Office, DSN 385-2247.

  
JEFFREY FLETCHER  
LTC, AG  
Commanding

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